

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
October 6, 2021 4:00 PM
Cedar Falls Public Library
Hybrid (Conference Room and Online via Zoom)

The City is providing in-person and electronic options for this meeting in accordance with the Governor's Proclamation of Disaster Emergency regarding meetings and hearings. The City encourages in-person attendees to follow the latest CDC guidelines to reduce the risk of COVID19 transmission.

You are invited to a Zoom webinar.
When: Oct 6, 2021 04:00 PM Central Time (US and Canada)
Oct 6, 2021 04:00 PM

Topic: CFPL Board of Trustees Meeting

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82397227324?pwd=ZUFoVGRaYlRQWGZQUWFNbn04M3STZCdz09>
Passcode: 483231

Or iPhone one-tap:
US: +16465588656,,82397227324#,,,,0#,,483231# or +13017158592,,82397227324#,,,,0#,,483231#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Webinar ID: 823 9722 7324
Passcode: 483231
International numbers available: <https://us02web.zoom.us/j/kwAGQNDdd>

Members present: Blair-Broeker, Browne, Chadwick, Cormaney, Green; Members attending remotely: Behm, Kenyon; Staff present: Daniels, Hosford, Stern, Stuenkel; Guests present: Parker, Rafferty, Smith.

- I. Vice President Cormaney called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval

Director Stern noted that Assistant Byrnes and Intern Carlisle both submitted their resignations after the packet was sent. Due to this, she was hoping to add backfilling a 29-hour library assistant in circulation position, and backfilling a 29-hour library intern in youth position to the agenda.

MOTION: (Blair-Broeker, Browne) to approve the agenda as amended. Passed.

III. Minutes: Correction and approval

MOTION: (Chadwick, Blair-Broeker) to approve the minutes as presented. Passed.

IV. Presentation by US Bank on the library's Foundation portfolio: Carolyn Rafferty and Troy Smith

Troy Smith introduced Carolyn Rafferty, Carly Parker, and himself to those in attendance. He noted that Carolyn Rafferty will be taking over the relationship soon. It was then mentioned that Carly Parker was here to go over the portfolio information since the person that usually presents was not able to do so. Carly then proceeded to go over the packet that was distributed by first mentioning which four funds are being managed. She then discussed the starting amounts, withdrawals, ending value, etc. of the funds. Carly noted that the markets have been very robust leading to a higher return than expected. She then discussed some of the changes that were made due to the pandemic, and some of the changes in relationship to small versus large cap, bonds vs equity, etc. that will be made due to current conditions. Carly then discussed the funds versus various benchmarks prior to seeing if there were any questions.

V. Board Training update

None

VI. Communication from Officers: Action appropriate to the communications

None

VII. Bills: Corrections/additions/deletions/approval

Assistant Daniels noted that there was a bill from The Courier that was added to the packet for approval along with the report.

MOTION: (Browne, Chadwick) to approve the September bills. Passed.

a. General Fund, Levy Fund, Grant Funds

b. Financial Reports (General, Levy, Grants, Foundation Funds)

Member Blair-Broeker inquired about the lines that had a large percentage of the budget spent. Assistant Daniels noted that the percentage for the postage line was high due to the yearly invoice for the Mobius service happening early in the fiscal year. He noted that the same was true of the non-print resources and adult e-materials lines as they have large yearly invoices that occur early in the fiscal year as well. Member Chadwick inquired regarding the full-time and part-time salary percentages. Assistant Daniels noted that the part-time line is a little less than the full-time line due to some recent turnover of part-time employees. Vice President Cormaney noted that she believed Member Chadwick was questioning the amount being a little higher than expected. Assistant Daniels noted that he would have to double check on the reason. Vice President Cormaney mentioned about an extra payroll during the timeframe could be the reason. Assistant Daniels checked into this, and there were three payrolls in July rather than the traditional two, so this should be the cause of these two lines being a little higher than expected.

VIII. Usage Report

Member Browne mentioned the second page of the usage report, and that she believed that the information for the adult section of the report was backwards when comparing the number of events to the attendance. Assistant Daniels noted that the information is backwards as he noticed that and thought that he had fixed it in the report.

IX. Director's Report

a. Staffing update

Director Stern noted that Assistant Schmidt was hired for the 25-hour library assistant position in circulation. She noted that as mentioned earlier, there is a need to backfill three positions in marketing, circulation, and youth. Director Stern noted that she asked HR if the person that would have been hired if Assistant Schmidt declined could be hired for the circulation position since the other circulation position was so recently advertised. She noted that she was given permission to do so as long as approval was given here, and by the City Admins. Member Green inquired if there is anything that needs to be noted since there are three positions for backfilling. Director Stern noted that there is usually some turnover with part-time positions for various reasons. Member Chadwick inquired about how many employees were full-time versus part-time. Assistant Daniels noted he believed there are 10 full-time employees, and Director Stern noted there would then be 23 part-time employees. Upon checking after the meeting, there are 12 full-time and 21 part-time employees.

b. Staff inservice

Director Stern noted that the staff response towards the training was positive, and that she will be working with Librarians Hosford and Stuenkel regarding the KERA method presented and how it can be used and improved upon here.

c. Miscellaneous

Director Stern noted that she will be gone tomorrow as she agreed to be part of an ILA panel prior to knowing it would be an in-person conference. She noted that the annual survey is due at the end of the month and will have it ready for President Sulentic to sign prior to then. Director Stern noted that she will then share the information at a future meeting.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that there is a program with Jocelyn Green on Saturday. She noted that there is also a program on October 20th about the James Webb space telescope happening via Zoom. Librarian Stuenkel noted there will be a program with Linda McCann on October 23rd. She noted that there will also be a Caste book discussion in conjunction with Cedar Valley Book Read that starts next Monday. Librarian Stuenkel noted that Grady Hendrix will also be at the Community Center next Thursday for a program.

b. Youth Librarian

Librarian Hosford noted that the youth department has quite a few programs this month. She noted that yesterday was a scary story writing workshop as a kickoff to the scary story contest that they are holding. Librarian Hosford noted that the winner will have their story posted online, and will win a set of books from the Small Spaces series for the middle grade winner. She noted that the younger winner will win a different set with Creepy Carrots, the current storywalk book, being one of them. Librarian Hosford noted that there is a pumpkin decorating

contest as well for all ages, but broken up into different age brackets. She noted that there are also two STEM programs as well, with one being Mad Science which will allow patrons to complete some fun experiments. Librarian Hosford noted that the other one will be Safe in Space. She noted that there are also spooky and scary storytimes throughout the month.

c. Technology Librarian

Director Stern noted that she had a short update to read from Librarian Gitchell Thompson. The statement was that the WiFi access point upgrade project is currently in progress, and with the increase in total access points from 3 to 22, this should result in improved signal strength inside the library, in the parking lot, and eliminate dead zones.

XI. Referred for Board Action

a. Approve backfilling 29-hour library assistant in marketing

MOTION: (Chadwick, Browne) to approve backfilling 29-hour library assistant in marketing. Passed.

b. Approve backfilling 29-hour library assistant in circulation

MOTION: (Chadwick, Green) to approve backfilling 29-hour library assistant in circulation. Passed.

c. Approve backfilling 29-hour library intern in youth

MOTION: (Blair-Broeker, Browne) to approve backfilling 29-hour library assistant in youth. Passed.

d. Approve extending the library mask policy through Nov. 2, 2021

Member Browne inquired if patrons are following the revised policy, and if it has been effective. Director Stern noted that the parents that have signed up for the masks required storytime have been arriving with masks. She noted that during the storytime where masks are optional there is a smaller percentage of patrons wearing a mask.

MOTION: (Browne, Chadwick) to approve extending the library mask policy through Nov. 2, 2021. Passed.

XII. Reports of Standing and Special Committees: Action appropriate to the reports

a. Friends of the Library

Director Stern noted that she knows they are working on their 40th anniversary.

b. Finance: no meeting needed in October

None

c. Personnel

Member Browne noted there was nothing to present.

d. Library Art

Director Stern noted that she did hear back from the artist regarding the front display. She noted that they are interested, but does not have a signed contract at this time. Director Stern noted that the display case is the Redfern case in the lobby, and when the proposals for the current display arrived this artist had submitted a proposal that was liked as well. Member Behm then inquired if anything had been done with the Carnegie display. Director Stern noted that it still needs to be cleaned out, and then children can create the divider. She noted there is a deadline of March.

XIII. Unfinished business

None

XIV. New business

Member Browne then inquired about if a member can appoint a proxy if they cannot attend the meeting and have that count towards quorum. Director Stern noted that she will consult with the City Attorney to find out.

XV. Adjournment

Motion to adjourn (Browne, Behm). Passed. Meeting adjourned at 4:48.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem